

## **SENIOR WASTEWATER MAINTENANCE WORKER**

### **DEFINITION**

Under general supervision, leads, trains, oversees, and participates in the full range of duties related to the construction, modification, maintenance, and repair of City infrastructure, including wastewater collection, stormwater and drainage, and related systems; uses and operates a variety of manual and power tools and light to heavy power driven equipment; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Public Works Supervisor. Exercises technical and functional supervision over and provides training to lower-level staff.

### **CLASS CHARACTERISTICS**

This is the advanced journey-level in the wastewater maintenance class series that performs the most complex duties required to ensure that City infrastructure, systems, and facilities to which assigned, are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and overseeing and performing a wide variety of tasks in the construction, maintenance, and repair of assigned infrastructure, facilities, systems, and appurtenances. This class is distinguished from the Wastewater System Coordinator in that the latter is primarily responsible for the coordination and implementation of the City's Sanitary Sewer Management Plan. This class is further distinguished from the Public Works Supervisor in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in all public works maintenance operations.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provides technical and functional supervision to assigned wastewater maintenance staff; reviews and controls quality of work; provides input in completing employee evaluations; participates in performing routine to complex and specialized wastewater maintenance and repair work.
- Plans, schedules, prioritizes, and assigns maintenance and repair work in consultation with the Wastewater System Coordinator; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established and special operational priorities; instructs staff in work procedures.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Inspects assigned City infrastructure, facilities, systems, and appurtenances for maintenance needs and recommends appropriate actions; assists in developing work plans, procedures, and schedules.
- Lays out supplies and equipment for work projects; purchases and maintains inventory; maintains records of purchase orders and monitors expenditures.
- Inspects and evaluates work in progress and upon completion, of contractors as well as staff, to assure that repairs, maintenance, and project activities are performed in accordance with City standards and specifications.

- Performs complex construction, maintenance, and repair activities of City wastewater collection, stormwater and drainage, and related systems, to ensure safe and efficient access for the public.
- Installs, maintains, and repairs wastewater mains and laterals, manholes, pipes, and other related facilities and equipment to ensure compliance with established codes.
- Inspects and tests underground wastewater collection pipes, lateral connections, storm drain interceptors, and associated appurtenances using closed-circuit television (CCTV) devices and other specialized testing equipment to locate leaks, breaks, infiltration and the buildup of dirt, debris, roots, and other materials.
- Examines, maintains, cleans and unplugs collection lines with a variety of specialized equipment including hydro-cleaning and rodding equipment.
- Opens trenches or makes minor excavations to install, maintain, and repair wastewater collection system pipelines; repairs concrete and asphalt, including temporary street patches.
- Participates in asphalt maintenance and repairs, including demolition and preparation of areas to be resurfaced, applying, raking, compacting, and paving appropriate materials to the surface, and cleaning up work areas; repairs and patches pot holes as needed.
- Performs a variety of duties in the maintenance of drainage structures to ensure efficient drainage, including inspecting and cleaning stormwater conveyance systems, removing/abating weeds and other invasive vegetation, and removing sediments, debris, and trash from channels; records location and amount of debris removed.
- Operates and maintains specialized vehicles and a variety of light, medium, and heavy equipment and hand and power tools related to the construction, maintenance, and repair of infrastructure and related systems; checks vehicle inventory daily to ensure vehicles are serviced, cleaned, and replenished.
- Oversees and observes safe work methods and makes appropriate use of related safety equipment as required; performs safety checks and conducts weekly safety meetings.
- Develops traffic safety control plans, including installation of street barricades and controls traffic around work sites and special events to ensure safe conditions for the general public and City workers.
- Responds to customer complaints and serves as first responder to emergency calls for service; uses inspection equipment to identify causes; assists in mitigating overflow spills and damage; completes required documentation and reports.
- Maintains public facilities, shop and garage areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Responds to after-hours emergencies.
- Assists other maintenance workers as needed.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles of supervision and training.
- Maintenance principles, practices, tools, and materials for maintaining and repairing City infrastructure, including wastewater collection systems, stormwater and drainage systems, and related appurtenances.
- Traffic control procedures and traffic sign regulations.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Operational characteristics of specialized construction maintenance and repair equipment.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic mathematics.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

**Ability to:**

- Plan, schedule, assign, and oversee activities of wastewater maintenance personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Oversee and perform construction, modification, maintenance and repair work on City infrastructure, wastewater collection systems, stormwater and drainage systems, and related appurtenances.
- Perform assigned maintenance and repair duties with accuracy, speed, and minimal supervision.
- Operate specialized construction maintenance and repair equipment.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Make accurate arithmetic calculations.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone or radio, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and four (4) years of experience in construction, maintenance, and/or repair of stormwater and drainage systems, wastewater collection systems, and appurtenances.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Class B Driver's License by time of appointment.
- Possession of a Grade III Wastewater Collection System Operator Certificate issued by the California Water Environment Association.

### **PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds, or heavier weights with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.